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AGENDA

GROUP MEETING NUMBER 1

DD/P TRAINING OFFICERS AND COMMO

Monday 15 June 1953

10:30 A.M.

1500 L Building

1. Procedures for group and joint meetings between Training (General) and Training Officers to be agreed upon.
 - a. Scheduling.
 - b. Agenda.
 - c. Minutes.
2. Distribution; number of copies of training notices needed by each Training Officer for distribution in his Staff.
3. Office of Training Regulation No. 70-1, Mission and Functions of the various Components of Training (General). (Attachment #1)
4. Policies governing training at non-CIA facilities. (Attachment #2)
5. Follow-up on statements of training requirements.
6. New business.
Distribution of Training Bulletins.
A & E Staff to meet on Evaluation.
7. Suggestions for agenda of next meeting.

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16 June 1953

MEMORANDUM FOR THE RECORD**SUBJECT: Group Meeting #1, DD/P Training Officers and Comco, 15 June 1953****PRESENT:**

FI
 FI
 PW
 PP

TSS
 Comco
 O/TR
 O/TR

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1. [] stated that the DD/P Training Committee had proved to be a good instrument for liaison with O/TR, and that relations with O/TR, as a result of continuing liaison, represented by subject meeting, were extremely good.

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2. [] agreed that a meeting of [] of the Plans and Programs Coordination Staff, DD/P, the Director of Training, and the DD/P Training Committee was required to work out the problem of planning as it affects training. [] believed that the Chiefs of the Planning Staffs might well attend such a meeting, and agreed to check on this and inform S/PP.

3. Procedures: It was agreed:

a. That group meetings would be scheduled once a month, normally the 3rd Monday of the month, according to need. Attending each meeting would be the DD/P Training Committee, TSS, Comco, and such other personnel as was determined appropriate in each case by the Training Committee, and by S/PP.

b. That the agenda would be circulated about one week prior to each meeting. Subjects suggested by O/TR or the Training Officers for discussion would be put in the agenda if received ten days before the meeting, otherwise would be handled under New Business.

c. That minutes would be restricted to record of agreements reached at the meetings and problems raised that should be referred to the Director of Training.

4. Distribution:

a. It was requested that 5 copies of the composite TR(G) and TR(S) weekly report from S/TR to DIA be transmitted to the DD/P Training Committee and TSS for their information []. S/PP agreed to transmit the request to O/TR for consideration.

b. It was requested that Training Notices be addressed to Training Liaison Officers and Personnel of DD/P in order to facilitate general distribution within the Staffs and Divisions of DD/P. S/PP will notify Division Chiefs, TR(G).

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5. D/TR Regulation No. 70-1:

a. It was suggested that Division Chiefs of IR(G) might give short briefs in the HIG (Support) Course, particularly [] with respect to management functions. S/PP agreed to notify Division Chiefs of IR(G). 25X1A9A

b. As the functions of D/TR (para M), some question was raised of the review function of D/TR. It was concluded that review of D/TR, with respect to Office training programs, was concerned not with individual on-the-job training, but with group and class training. It was further noted that D/TR responsibility to DCI required his knowledge of Office training activities, but that his function vis-a-vis the Office primarily was one of advice and assistance.

c. With respect to the briefing function of the Chief, OAB/D, it was noted that the DCI had directed that HIGID #5 on the PI mission should not be revealed to consultants. It was not claimed that such had occurred, but in the interest of security, S/PP agreed to transmit this information to Chief, OAB/D.

d. It was also pointed out that DD/P was having certain difficulties scheduling personnel for the Orientation Course, since new personnel continue to fill the quota allotted, and old hands on duty for more than two years, who had not previously attended, were unable to attend. It was noted that this was not a priority situation, but S/PP agreed to transmit this information to the Chief, OAB/D.

e. Security aspects concerning the Orientation Program were also raised, since various IAC personnel attend. It was agreed that such attendance was excellent public relations, but that certain DD/P personnel should not attend when other-than-Agency personnel are present. It was agreed to transmit this information to the Chief, OAB/D.

6. Training at Non-CIA Facilities:

a. It was agreed that, once the security aspects of CIA Regulation [] were worked out, the regulation on Training at Non-CIA Facilities would be coordinated with the DD/P Training Committee, and that [] would be so advised. 25X1A9A

b. The point of D/TR policy was raised with respect to a "college education at Agency expense" when such training was also of advantage to the Agency. It was pointed out that each case would be decided on its merits, and that D/TR had no a priori objection to training leading to a degree if such individuals met the policy requirements approved by the CIA CSB and contained in CIA Regulation [] 25X1

7. S/PP presented a brief of the compilation of Agency training requirements.

8. Next Business:

a. The distribution of Training Bulletins according to [] was discussed, and it was stated that DD/P would in some cases prefer distribution 25X1

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to all personnel, which might be handled through [redacted] It was agreed to check out the subject of Training Bulletins with [redacted] in order to determine which distribution should be used.

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b. It was agreed that a meeting with DD/P Training Committee on the Glossary of Intelligence Terminology would be held. It was requested that four copies of the draft glossary be transmitted for review prior to such a meeting.

c. It was agreed that a meeting of Training Officers and the ADI Staff would be convened on the subject of Training Evaluations.

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[redacted]
Chief, Plans & Policy Staff

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